



# NOTES FROM THE:

## Financial Management Career Program

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Registration and GEOLOC Changes. Air Force employees can now register in a career program or change their personal availability codes (GEOLOCs) using the WWW. However, this capability only exists for employees at bases serviced by AFPC/DPC for Benefits and Entitlements. All employees may still complete their registration or submit changes to GEOLOCs by submitting an AF Form 2675 to their local Civilian Personnel Flight (CPF).

An easy way to register or to change GEOLOCs can be made by accessing the FMCP WWW (<http://www.afpc.randolph.af.mil/cp/fmcp/>). Once you have the initial menu on the screen, click on Personal Records Review and Online Registration and follow the instructions. Registration and GEOLOC changes can be completed from an employee's personal computer at home, if desired, and is accessible twenty-four hours a day. For the employee's security, online registration is completed through a protected Web site.

A key point about online registration is each registration is a new registration. This means that the previous registration information is overlaid with the new information. For example, if you have two geographic location codes in the system and want to add one more location, all three location codes must be input with the online registration. In addition, if you are registered in more than one career program, all career programs and GEOLOCs information must be included in EACH online registration or change.

After you have completed the registration, an Online Career Program Registration Confirmation page is provided. The confirmation page will contain: (1) SSAN, (2) DSN, (3) E-Mail address, (4) action chosen (e.g. register in Career Program), (5) Career Program(s) selected, (6) geographic location code(s) selected, and (7) the date and time the transaction was submitted. Employees are **STRONGLY ADVISED** to print and file their confirmation page for their record. If any questions or disputes arise concerning the online registration or GEOLOC process, all the confirmation page information (to include the date/time stamp) must be provided.

Online registration must be input by 2359 hours Central Standard Time five workdays prior to the end-of-month. This is the minimum time required to update the end-of-month file. Please note that career programs must use an end-of-month file; so for a registrant to

appear on a certificate the registration or changes must occur the prior month to the fill action. Special consideration cannot be given to individuals who do not meet these deadlines.

Employees can review their registration information two ways. First, they can review their record by using this same iPersonal Records Review and Online Registration area. This will allow you to review what is in the current end-of-month file. If you would like to review recent changes, you must contact your local CPF. Please wait one week after submitting an online registration or change.

If employees have problems establishing an AFPC access account or accessing their records, they should contact the AFPC Technical Assistance Center (TAC) at DSN 665-3995 or 1-800-638-3487.

Civilian Competitive Development Program (CCDP) and Defense Leadership Management Program (DLAMP): The new call for nominations for CCDP (formerly Long-Term Full-Time Training) and DLAMP were announced in May. For the first time, GS-13 personnel will be considered for DLAMP. Information on the training, prerequisites, and nomination procedures for these programs can be found at <http://www.dp.hq.af.mil/dps/dlamp.htm> and <http://www.dp.hq.af.mil/dps/ccdp.htm>. Nominations packages are submitted through command channels directly to the selection board and not through the FMCP.

**TUITION ASSISTANCE:** Now is the time to submit your tuition assistance requests for the next fiscal year to the FMCP especially for courses starting before 15 December 2000. Although we require a separate DD Form 1556 for each individual course, you can assist us and help yourself by submitting a list of courses you anticipate attending throughout the year along with a course description from the school catalogue. The FMCP will review the list of courses and their description to ensure each meets the "mission related" criteria. The early review helps avoid unpleasant surprises and allows registrants advance notice of problems so they can adjust course selection. It also helps the FMCP determine if sufficient funding will be available throughout the year or if other restrictions must be used. If a particular course is not offered when anticipated, please contact the FMCP to change the course. An approved DD Form 1556 cannot be modified without the prior approval of the FMCP.